

Hurricane Preparation Check List –

Cafeteria

YEAR-ROUND READINESS

1. Reception desk staff monitor weather radio; alerts Building Manager of any watches or warnings. Building Manager will contact the Food Service and Conference Manager, who will in turn alert Cafeteria Manager.
2. Supervisors, Sponsors, or SOTRs brief new personnel and visitors on JLab's Severe Weather preparation and response plans.
3. Send revisions to Severe Weather Check List to Emergency Manager for web-page posting.
4. Update Essential Personnel Lists. Send copy to Emergency Manager.

HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)

Duration of Hurricane Season (June 1 – Oct. 30)

1. Review/update Severe Weather Check List. Send mark-up to Emergency Manager for web-page posting.
2. Update Essential Personnel Lists. Send copy to Emergency Manager.
3. Inventory Supplies on hand; replenish if needed:
 - a) Garbage Bags w/ ties
 - b) Flashlights and Spare Batteries
3. Provide staff with checklist/information on what to do to prepare for a hurricane: where supplies are; what must be covered; secured; who will contact them or radio station to listen to for JLab closing or delay, etc.
4. **Report completion of preparations to line management.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Review all catering requests scheduled for JLab in next 2-3 days. Meet with Food Services and Conference Manager, who will contact appropriate JLab staff to notify of potential severe weather and make decision on rescheduling, if applicable.
2. Determine need to cancel any contracted services (temporary help for catered events, deliveries, etc.)
3. Meet with cafeteria staff to discuss roles during Readiness Condition 1.
4. **Report completion of preparations to line management.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Post Cafeteria Hurricane Checklist so that it is visible to all cafeteria staff. Obtain general office and computer precautions checklist from Food Services and Conference Manager.
2. Turn off and disconnect cafeteria equipment, appliances, and office equipment, as appropriate.
3. Meet with Food Services and Conference Manager to determine availability of cafeteria services during storm and recovery, if any. Food Services and Conference Manager will notify Building Manager.
4. Cafeteria staff will implement checklist before departing:
 - a. Computer(s) - back-up (store backup disk/tape in safe; turn off computer/printer and all peripherals).
 - b. Remove all food items that are on shelves nearest floor. Move up to next shelf/level.
 - c. Remove personal and other items which may be required during the recovery period, when building access may be restricted.
 - d. Move all items susceptible to water damage from floors to table or desk tops.
 - e. Check office, dry storage room, walk-in refrigerator; utility closet; banquet room to ensure they have also been secured.

- f. Close and lock office door.
 - g. Turn off, unplug, and cover all sensitive equipment which could be damaged by water with plastic bags.
 - h. If feasible, without unplugging, place telephones in desk or cabinet, otherwise cover with plastic.
 - i. Cover all food items; equipment and appliances, except telephones; secure all kitchen items (loose/hanging utensils; condiments); cover all linen with plastic bags.
 - j. Store all critical books, documents, diskettes, and papers in safe.
 - k. Shut off all electricity from main switch (electric box).
5. Supervisors, Sponsors, or SOTRs brief staff, visitors, and subcontractors about sources for Lab status information may be found and the importance of not returning to the site until re-opening is officially announced.
6. **Report completion of preparations to line management.**

DOWNGRADING READINESS CONDITIONS

- 1. Meet with Food Services and Conference Manager to make plans.
- 2. Food Services and Conference Manager will advise on whether it is appropriate to restore cafeteria operations.
- 3. When management downgrades the readiness condition and announces that it is safe to allow cafeteria staff to return to work area, provide guidance to staff about restoring cafeteria and equipment to normal.
- 4. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.
- 5. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the Emergency Management Manager.

Return to [Hurricane Check List](http://www.jlab.org/intralab/emergency/hurricane/index.html). <http://www.jlab.org/intralab/emergency/hurricane/index.html>

Return to [Emergency Management](http://www.jlab.org/intralab/emergency/). <http://www.jlab.org/intralab/emergency/>

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For questions regarding Emergency Management, contact [John Kelly](#).